



Food Vendor Application Melbourne Art Festival 2023 April 22 & 23, 2023, Wickham Park

Vendor Set Up: Friday, April 21, 2023 (10am-3pm)

Event Times: 9am-5pm Saturday, April 22 and 9am-5pm Sunday, April 23

Vendor tear down: Sunday, April 23 (starting no earlier than 5:30)

Thank you for your interest in offering food vending services to Melbourne’s premier Art Festival. This year, the Melbourne Art Festival is celebrating its 38th anniversary by transforming Wickham Park into a celebration of art, inspiration, and imagination complete with one-of-a-kind artwork, live music, an array of beverages, and a spectacular collection of food. Spectators will fill the park to purchase unique artwork and dine on amazing food.

Vendor Information

Business Name: _____

Principal Point of Contact: _____

Business Address: _____

Business Phone Number: _____

Business email Address: _____

FL Sales Tax ID#: _____

FL Permit #: _____

Type of food items to be sold: _____

Insurance Information:

Policy number _____

Company _____

Expiration date _____

We must receive a proper and completed Certificate of Insurance (Accord 25 COI) with Melbourne Art Festival listed as the Certificate Holder by the deadline. This form MUST be sent electronically and directly from your insurer to Melbourne Art Festival at one of the points of contact listed on the of page 2. HAND-CARRIED OR HARD COPY WILL NOT BE ACCEPTED.

Set-up size:

- Width/depth after set-up is fully opened and includes awnings, point of sale and preparation area, and additional depth required to comply with fire code
- Length includes bumpers, tongues, or other appendages
- Height is after set-up is fully opened

Total width/depth of your set-up _____ feet

Total length of your set-up _____ feet

Total height of your set-up _____ feet

Note: Vendor locations will be rented and assigned in accordance with the best interest of the festival, which the Melbourne Art Festival Board, at its sole discretion, shall have the right to decide

Business Name: _____

Utilities

- Electric power and/or water will be provided for Tier 2 and Tier 3 vendors subject to availability at the assigned location (see information document)
- Do you desire electric power provided by MAF, yes or no? _____ If so, please provide the following information. MAF will communicate to you our ability to honor your request as soon as possible.
 - Voltage required (120 V or 240 V) _____
 - Approximate maximum current draw (for example, 10 amps or 15 amps) _____
 - Provide detailed information regarding your connector type(s) to the appropriate point of contact listed at the end of this application (photographs and/or standard part number)
- Do you desire water provided by MAF, yes or no? _____ Note that water is only available in the central Food Court. MAF will communicate to you our ability to honor your request as soon as possible.

Vendor Fees

- Fees listed in the application are for both days of the festival and include utilities if applicable.
- Ice will be available for purchase at a cost of TBD per 40-pound bag. We will communicate the cost of ice as soon as possible after determining our costs.
- All vendor fees include applicable taxes.
- Vendor fees are required to be paid in full by March 15, 2023.
- PLEASE MAKE CHECK PAYABLE TO: Melbourne Art Festival
- Payment must be sent to Melbourne Art Festival, PO Box 611, Melbourne, FL 32902
- The fee structure is designed to reflect optimum vendor space usage. Space fees are Tier based for size of space requested

Vendor Fee Tiers (Check one choice)

- Tier 1 (10-foot frontage for small cart/Single Product Foods with no utilities): \$428
- Tier 2 (up to 20-foot frontage; includes utilities in some locations): \$642
- Tier 3 (20+ foot frontage) to be negotiated depending on size if event space is available; contact Sal D’Amato, (321) 408-8445

Application Submittal

- This application must be filled out in its entirety
- Unsigned forms will not be accepted
- The following is required to be submitted with this application:
 - \$100 non-refundable Application fee (the Application fee will be applied to total Vendor Fee when paid in full)
 - Map, sketch, or photos of booth
 - Details of electrical connections if applicable
 - A copy of your menu of items to be sold
 - Signed Indemnification Agreement

1. I hereby apply for booth space for the Melbourne Art Festival
2. I understand that there are no application refunds
3. I understand that there are no extended show dates, rain checks, or refunds due to inclement weather
4. I understand this application cannot be altered or changed without submitting a new application
5. I agree the information in this application is accurate and any inaccurate information may be cause for denial to participate in the Melbourne Art Festival

Important: You **must** check the box below for your application to be processed.

I have read and I agree to abide by all the Melbourne Art Festival rules and instructions listed in the Food/Drink Vendor Information document.

Print Name

Signature

Date

Thank you,

Melbourne Art Festival Committee Points of Contact

- For general information, questions and negotiations of fees, locations, etc. please contact Sal D'Amato (321) 408-8445, sal@melbournearts.org
- Please submit completed applications and other paperwork to Carol Fischler, carol.fischler@gmail.com